

NIJ/DOJ Proposal Submission Process via Grants.gov

STEP 1 —PI and Program Office:

First Notification: Please notify proposals@lanl.gov with the following information (as early as possible following FOA):

- FOA (Funding Opportunity Announcement)
- Deadline date of Concept Paper
- Number of PIs submitting Concept Papers*
- Names of PIs submitting Letter of Intent/Proposals
- Name of LANL Program Manager (PM)

* no budget required on concept papers

Once we receive notification, we will assess our workload for your possible submission.

Notify the appropriate PM that you intend to respond to a specific announcement

STEP 2 — PI and Program Office:

PGA will assist in submission to Grants.gov.

PIs should submit their Concept Letters directly to proposals@lanl.gov for upload to Grants.gov.

PIs and/or Grants Specialist will receive notification of submission.

If the concept paper is recommended and approved, the applicant will be contacted, invited to submit a full proposal, and given a proposal deadline. Contact your grant specialist, Carol Gomez or MaryAnn Martinez at proposals@lanl.gov, immediately and continue to Step 3.

STEP 3 — PI, Program Office, CFO-2 Analyst, and PGA:

The **FINAL** completed proposals are due in the PGA office **5 business days** prior to submission.

Templates will be created and sent to the staff for completion. PIs should also refer to the FOA Application Instructions and General Information guide for additional details.

PIs need to provide the following ASAP after notification to submit is received:

- PI Name
- Award Mechanism (if applicable, see FOA)
- Title
- Start and end date
- Your budget analyst's name (*he/she will be required to complete the SF424 budget .xls or Adobe file*)
- List of all LANL PI/key/senior personnel on the proposal
- List of all Subcontracts with the PI name and email

Once this is received, a request for additional documentation will be sent to PIs, Key Personnel, and Subcontracts.

STEP 4 —PIs, Program Office, and PGA:

PIs will need to complete the Proposal Routing Sheet (**requires PI, Line, and PM signature**) and return to proposals@lanl.gov with final complete proposal for Grants.gov submission.

The Program Office should be well aware of all PIs submitting proposals. The PM will be sent the proposal to review. After the PM is satisfied with the Proposal he/she will send the PGA office an approval to submit. PGA will not submit proposals without PM approval. (PGA can be notified of PM approval via email.)